

Data Review and Approval Guidelines Team Team Charter

Team Leader: Cindy Boswell

Team Members: Robin Holleman, Sandra Hughes, Doris Johnson, Susan Laffoon, Martha Payne, Barbara Ward

Team Sponsor: Becky Tobey

Timeline: The Steering Team requests a status report by October 1 or 8 and project completion by October 22.

Time Commitment: It is expected that the team leader will need to devote 50% of her time during the project duration to the project and that team members will devote 30% of their time during the project duration to the project.

The team is chartered to provide the following:

For Testing Technicians

Define and document scope of responsibilities for reviewing test results.

Define and document criteria for reviewing test results including criteria for rejecting test results and performing rechecks.

Define and document responsibilities and requirements for recording data rejection.

For Laboratory Technical Leadership

Define and document scope of responsibilities for reviewing test results.

Define and document criteria for reviewing test results including:

- criteria for approving data and/or
- criteria for rejecting test results and requesting rechecks.

Define and document responsibilities and requirements for recording data rejection.

Customer Relations Personnel

Define and document scope of responsibilities for reviewing test results.

Define and document criteria for reviewing test results including:

- criteria for approving data and/or
- criteria for rejecting test results and requesting rechecks.

Define and document responsibilities and requirements for recording data rejection.